



Philip L. Browning
Director

COUNTY OF LOS ANGELES

Child Support Services Department



July 24, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION FOR THE LOS ANGELES COUNTY CHILD SUPPORT SERVICES
DEPARTMENT (CSSD) TO ENTER INTO AN AGREEMENT WITH ELECTRONIC
DOCUMENT PROCESSING (EDP LEGAL SERVICES) FOR SERVICE OF LEGAL
PROCESS
(ALL DISTRICTS - 3VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the service of legal process for the Los Angeles County CSSD can be performed more economically by an independent contractor than by County employees.
2. Approve and instruct the Chair to sign the enclosed Agreement with EDP Legal Services, effective August 29, 2003 or the day after Board approval, whichever is later, through August 28, 2005, at a maximum contract amount of \$2.4 million fully funded by federal and State revenue, to provide legal Process Services on parties wherever they are located in the County of Los Angeles. Funding for this contract is included in the FY 2003-04 Budget. Funding for future years will be included in the Department's budget requests.
3. Delegate authority to the Director of the Child Support Services Department (CSSD), to negotiate, prepare and execute amendments to the contract to extend services with EDP Legal Services for two additional twelve month periods. The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments, and the Director will notify the CAO in writing within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval is requested of the enclosed Agreement with EDP Legal Services, to perform service of legal process for the CSSD. The current Agreement with Specialized Litigation Services, Inc. for service of process expires on August 28, 2003.

Under this Agreement, the CSSD will only pay for completion of a successful service of legal process; the unit charge will range from \$20.00 to \$65.00 depending on the location where the court document is served. The establishment of paternity and/or support in child support cases is dependent upon successful service.

Implementation of Strategic Plan Goals

The agreement is consistent with the principles of the Countywide Strategic Plan Goal #4 (Fiscal Responsibility) to strengthen the County's fiscal capacity.

FISCAL IMPACT/FINANCING

This Agreement will be funded for an initial period of twenty-four (24) months beginning August 29, 2003, or upon execution by the Board, whichever is later. Upon mutual agreement of both parties, this Agreement shall be renewed automatically for two additional twelve (12) month periods. Compensation for the services for the CSSD shall not exceed \$1,200,000 annually, for the term of the Agreement.

Based upon the number of legal process documents referred during the period of January through December 2002, it is anticipated that annual referrals will be approximately 75,961, of which 56,752 (75 percent) will be successfully served. The cost associated with this service is estimated at \$1,200,000 annually, which will be subvented at a rate of 100 percent by the state and federal governments. This cost is included in the CSSD Fiscal Year 2003-2004 budget.

Federal funding is only available for service of legal process if the County contracts with an independent contractor. According to the Code of Federal Regulations (CFR), specifically 45 CFR Section 304.21 (2)(b), "federal financial participation is not available in service of process and court filing fees unless the court or law enforcement agency would normally be required to pay the cost of such fees." It has determined that this Agreement will result in cost savings of approximately \$1,200,000.

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FROM:

State and Federal Incentives	\$ 408,000
Federal Financial Participation	\$ 792,000
Total Program Funding	\$1,200,000

TO:

EDP Legal Services	\$1,200,000
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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreement meets all mandatory requirements of County Code Section 2.121.380 and has been approved as to form by County Counsel. In addition, the Chief Administrative Office's Risk Management Section has reviewed and approved the indemnification and insurance provisions.

Board Policy 5.135 County's Safely Surrendered Baby law was discussed during negotiations with the contractor and contractor was encouraged to voluntarily post the poster at their place of business.

CONTRACTING PROCESS

Information regarding the Request for Proposals (RFP) was advertised in the Daily News, Daily Journal, La Opinion, Los Angeles Sentinel, Los Angeles Times and LA Watts Times. In response to the RFP, EDP Legal Services, I & M Process Serving and Specialized Litigation Services submitted proposals.

Senior managers from the Child Support Services Department reviewed the proposals. EDP Legal Services was selected because their proposal ranked higher in the overall evaluation and due to the fact that their proposal indicated that they have the experience and qualifications to perform the required services with optimal results. EDP Legal Services was the low bidder.

The department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay its full-time employees providing County services a living wage.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The establishment of paternity and/or support in Child Support cases is dependent upon successful service of process. The award of this contract will not affect the reduction of County services as specified in Section 2.121.295 of the Los Angeles County Code.

CONCLUSION

Instruct the Executive Officer-Clerk of the Board to send an executed copy of the Agreement to EDP Legal Services, 520 N. Brookhurst Street, #220, Anaheim, California 92801 and one copy to Child Support Services Department, 5770 South Eastern Avenue, 4th Floor, Commerce, California 90040, attention Elisha Gardner at (323) 889-3414.

Respectfully submitted,

Philip L. Browning
Director

PLB:lb

Attachment

c: Executive Office, Board of Supervisors
 Chief Administrative Officer
 County Counsel